



UNITED STATES DISTRICT COURT

Northern District of Illinois, Chicago

Human Resources Office, Room 1574
219 South Dearborn Street, Chicago, Illinois 60604
www.ilnd.uscourts.gov

NOTICE OF POSITION VACANCY

Date:	October 26, 2015	Grade Range:	CL 23-01 to CL 25-61
Job Announcement No.:	2016-3	Salary Range:	\$34,685 - \$68,984
No. of Vacancies:	One	Closing Date:	November 9, 2015
Position Title:	Docket Clerk		

To apply: Serious consideration will be given to those who apply via the U.S. District Court website at www.ilnd.uscourts.gov by providing a cover letter, resume, and application. Application materials must be received by the Human Resources Department by Monday, November 9, 2015. For further information, please see directions under "Notice to Applicants" listed below.

POSITION OVERVIEW

The United States District Court for the Northern District of Illinois is currently accepting applications for a Docket Clerk. This position is located in the office of the Clerk of Court and reports directly to the Operations Supervisors.

POSITION DUTIES AND RESPONSIBILITIES

- Processing criminal and civil legal documents; issuing summonses/writs; making summary entries of pleadings, petitions, motions, complaints, minute orders, and proceedings on the Case Management/Electronic Case Files (CM/ECF) docket.
- Preparing and transmitting to appropriate parties such items as notices, judgments and orders; informing parties when a judgment or appealable order is entered on the docket.
- Answering inquiries about the status of cases; assisting the public by answering case related inquiries and providing electronic filing assistance in a customer friendly manner.
- Coordinating incoming documents and distributing to proper destinations.
- Assuring all filings and motions conform to federal and local rules of practice; filing documents; scanning documents, opening cases upon receipt of initiating documents, such as complaints, indictments, or petitions.
- Closing cases upon receipt of terminating documents, such as judgments and closing orders.
- Auditing electronic filings and providing feedback to customers; auditing internal documents and ensuring necessary follow-up; and assigning judges to cases.
- Performs other duties as assigned.

JOB REQUIREMENTS AND QUALIFICATIONS

A minimum of two years of clerical or administrative work are required providing experience in: distributing mail, photocopying, drafting correspondences, sorting documents, communicating effectively and diplomatically, using personal computers and software applications such as WordPerfect, Word, Excel and Lotus Notes, and working in a team setting. Typing of 40 wpm is desirable. The ability to change priorities, work quickly and accurately and produce quality results within a reasonable time frame and maintain concentration despite interruptions. The incumbent must have strong customer service skills with the ability to

provide clear and detailed oral and written instructions, strong organizational skills, good knowledge of proper grammar usage and the ability to edit efficiently. A general knowledge of the papers filed with our Court is desirable. The successful candidate must have the ability to verify data entries against established standards for accuracy and completeness while meeting deadlines. College degree is desirable.

COMPENSATION

Compensation and classification level will be set based on the work experience, qualifications, and salary history of the successful candidate. To qualify at CL 23, applicants must have a high school diploma or equivalent and have two years of general experience which is in or closely related to the work of the position and demonstrates the knowledge, skill, and ability to successfully perform the duties of the position. Internal candidates must have one year of experience at the next lower classification level. To qualify at a CL 24, applicants must have one year of specialized experience to work at the CL 23. To qualify at a CL 25, applicants must have one year of specialized experience to work at the CL 24. **Specialized experience is:**

Progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

EMPLOYEE BENEFITS

Benefits information may be viewed at: www.ilnd.uscourts.gov/home/clerksoffice/hr/Benefits.aspx

NOTICE TO APPLICANTS

Serious consideration will be given to those who apply via the U.S. District Court, Northern District of Illinois website by providing a cover letter, resume, and application. Job announcements and employment applications may be obtained by visiting our web site at: www.ilnd.uscourts.gov/home/clerksoffice/hr/Job-Opportunities.aspx

Please send your cover letter, application, and resume to: human_resources_ilnd@ilnd.uscourts.gov or fax to: 312-554-8674. Application materials must be received by the Human Resources Department by Monday, November 9, 2015.

Due to the volume of applications received, the Court will only communicate with those applicants who will be interviewed. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

Prior to appointment, the finalist candidate will be required to satisfactorily complete a criminal background investigation. The Court requires employees to adhere to a Code of Conduct which is available upon request. Direct deposit is required for payment of compensation for employees. Employees of the District Court, Northern District of Illinois are excepted service appointments. Employees are considered at-will and are not covered by federal civil service classifications or regulations. Applicants must be U.S. citizens or eligible to work in the United States.

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.